



Grants Coordinator

COMPANY OVERVIEW

Founded in 1982, Feeding Tampa Bay is the largest food rescue and distribution organization in the community, serving a food-insecure population of more than 700,000 people in a 10-county area of West Central Florida. Feeding Tampa Bay recovers surplus food donations from local farmers, retail stores, manufacturers, and community food drives and distributes it to those in need through a network of over 500 partner agencies. Last year alone Feeding Tampa Bay supplied 48 million pounds of food, or 43 million meals, to those in need. The mission of Feeding Tampa Bay is to provide food assistance to hungry individuals and families in the Tampa Bay region and to lead our communities in initiatives against hunger.

SUMMARY

The Grants Coordinator, working with the Director of Development, is responsible for all aspects of grants management for Feeding Tampa Bay – writing, research, preparation, execution, submission, tracking, and reporting.

JOB OVERVIEW

Contact: Karen Griffin

Email: kgriffin@feedingtampabay.org

Phone: No phone call accepted

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Lead, manage, and write all grant applications (e.g. corporate, foundation, federal) for submission on an ongoing and strategic basis – to meet the core mission, program, and capital needs of the organization.
- Prepare monthly, quarterly and annual reports as required by funding agencies.
- Plan and manage interdepartmental meetings to identify and prioritize project needs and matching grant funding options.
- Proactively identify new grant prospects and opportunities and see them throughout the process.
- Oversee donor recognition strategies and actions with the Development Director and Marketing Team.
- Insure the maintenance of a clear, accurate, and complete Grants/Proposals Calendar, reporting all inquiries, working dates, submission plans, and reporting requirements.
- Maintain a portfolio of grant donors and prospects for cultivation, asks and stewardship.
- Maintain positive, active relationships with foundation and grant leadership to insure the ongoing cooperation between funding agencies and Feeding Tampa Bay.
- Assist Feeding Tampa Bay's agency partners in grant writing and management as needed to help meet their missions.
- Other duties and responsibilities as assigned.

Minimum Qualifications: Bachelor degree. One or more years experience in contract management and grant writing, preferably in the non-profit industry. Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant applications. Able to think creatively and strategically. Strong written and oral communication skills. Knowledge of various grant programs available to our organization. Must have the ability to work on multiple projects with minimal supervision. Must be able to work under pressure and meet deadlines. Ability to work as a staff team member, supporting staff goals. Generous sense of humor required.

Interested applicants: Send resume and contact information to: kgriffin@feedingtampabay.org